ECDL Module 1: Basic Concepts of Information Technology

Module 1 Mock Test

This is a sample test only.

1. What is the name of the law for the storage and use of data in the NZ?
    1. Details Provision Act
    2. Information Protection Authority

Privacy ActECDL Module 1: Basic Concepts of Information Technology

Module 1 Mock Test

This is a sample test only.

2. What is the name of the law for the storage and use of data in the UK?
    1. Details Provision Act
    2. Data Protection Authority
    3. Data Privacy Authority
    4. Data Protection Act
3. What is the best way to prevent a computer virus from entering your computer?
    1. Log out of your computer each time you have finished using it
    2. Install and use anti-virus software on your computer
    3. Do not use emails on your machine
    4. Make sure all your files are safely stored to your floppy disks
4. What does RSI stand for?
    1. Repeated Strain Inclusion
    2. Regular Systems Initiation
    3. Routine Structures Infection
    4. Repetitive Strain Injury
5. Health and safety is important when working with computers, which of the following will help to prevent injuries?

    1. Always use screen savers
    2. Ensure the office is air conditioned
    3. All trailing cables should be secured
    4. Turn the lights off at the end of the day
6. Which of the following systems will help to improve communications within the company?
    1. Excel
    2. Powerpoint
    3. Email
    4. Solitaire
7. Which is a use of e-commerce on the internet?
    1. Checking flight availability
    2. Searching for a suitable holiday
    3. Researching holiday destinations
    4. Booking a holiday
8. Which of the following would you use to find information on the internet?
    1. Email
    2. Word Processor
    3. Search Engine
    4. Photo Editor
9. In the home, which of the following would you use the internet for?
    1. Storing friends and family names and addresses
    2. Researching information for homework
    3. Storing your files
    4. Re-booting your computer
10. Which is the MAIN advantage of using a network system in the office?
    1. Allows sharing of data
    2. Regular backups
    3. Costs are reduced
    4. Office procedures can be automated
11. Which of the following software manages the files and folders on your computer's hard disk drive?
    1. Applications software
    2. Anti-virus software
    3. Systems software
    4. Utilities software
12. Which software application would you use to create a report?
    1. Excel
    2. Powerpoint
    3. Word
    4. Publisher
13. Which of the following is NOT an input device?
    1. Monitor
    2. Mouse
    3. Keyboard

4. Scanner

14. What does GUI stand for?
    1. General Utilities Intervention
    2. Graphical User Interface
    3. General User Intervention
    4. Graphical Utilities Interface
    5.
    6. Data Protection Act
15. What is the best way to prevent a computer virus from entering your computer?
    1. Log out of your computer each time you have finished using it
    2. Install and use anti-virus software on your computer
    3. Do not use emails on your machine
    4. Make sure all your files are safely stored to your floppy disks
16. What does RSI stand for?
    1. Repeated Strain Inclusion
    2. Regular Systems Initiation
    3. Routine Structures Infection
    4. Repetitive Strain Injury
17. Health and safety is important when working with computers, which of the following will help to prevent injuries?
    1. Always use screen savers
    2. Ensure the office is air conditioned
    3. All trailing cables should be secured
    4. Turn the lights off at the end of the day
18. Which of the following systems will help to improve communications within the company?
    1. Excel
    2. Powerpoint
    3. Email
    4. Solitaire
19. Which is a use of e-commerce on the internet?
    1. Checking flight availability
    2. Searching for a suitable holiday
    3. Researching holiday destinations
    4. Booking a holiday
20. Which of the following would you use to find information on the internet?
    1. Email
    2. Word Processor
    3. Search Engine
    4. Photo Editor
21. In the home, which of the following would you use the internet for?
    1. Storing friends and family names and addresses
    2. Researching information for homework
    3. Storing your files

4. Re-booting your computer

22. Which is the MAIN advantage of using a network system in the office?
    1. Allows sharing of data
    2. Regular backups
    3. Costs are reduced
    4. Office procedures can be automated
23. Which of the following software manages the files and folders on your computer's hard disk drive?
    1. Applications software
    2. Anti-virus software
    3. Systems software
    4. Utilities software
24. Which software application would you use to create a report?
    1. Excel
    2. Powerpoint
    3. Word
    4. Publisher
25. Which of the following is NOT an input device?
    1. Monitor
    2. Mouse
    3. Keyboard
    4. Scanner
26. What does GUI stand for?
    1. General Utilities Intervention
    2. Graphical User Interface
    3. General User Intervention
    4. Graphical Utilities Interface